



I.T.S SCHOOL OF MANAGEMENT

Mohan Nagar, Ghaziabad



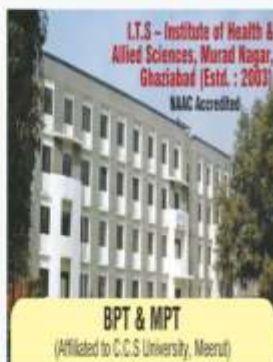
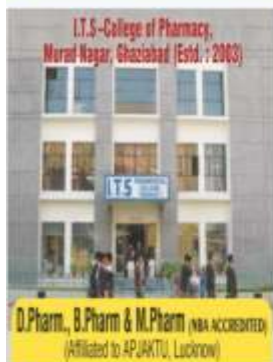
STUDENTS POLICY DOCUMENTS

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I.T.S School of Management, Ghaziabad

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<p>Shri Sridhar S Senior Vice President Tata Communication, India</p>	<p>Nominee of the Council, approved by the Chairman of The Council from the panel of The Region to Be Nominated by the Regional Committee</p>
<p>Dr. Sunil Kumar Pandey Director-IT Institute of Technology and Science</p>	<p>Nominee of the Affiliating Body/University/State Board of Technical Education</p>
<p>Prof. Yachna Malhotra Associate Professor I.T.S School of Management</p>	<p>Nominee of State Govt from the Region Industrialist /Technologist/Educationist</p>
<p>Regional Officer (Ex-Officio) AICTE Kanpur</p>	<p>Nominee of State Govt Director Technical Education, (Ex-Officio)</p>
<p style="text-align: center;">Dr. Ajay Kumar Member Secretary & Director I.T.S School of Management</p>	



COURSES OFFERED

- Management** - PGDM, MBA, BBA
- IT** - MCA, BCA
- Engineering** - B.Tech (ME, CSE, CIVIL, ECE, CSE (AI&ML) and CSE (DS))
- Dentistry** - BDS, MDS
- Pharmacy** - D.Pharm, B.Pharm, M.Pharm, Ph.D
- Paramedical** - BPT, MPT



I.T.S RUNS TWO MULTI-SPECIALITY HOSPITALS WITH 100 BEDS EACH CATERING TO MEDICAL NEEDS OF SOCIETY.

I.T.S - SURYA HOSPITAL, MURAD NAGAR, GHAZIABAD

I.T.S - SURYA HOSPITAL, GREATER NOIDA

FACILITIES ARE AVAILABLE FOR GENERAL MEDICINE, SURGERY, ORTHOPEDICS, PEDIATRICS, GYNECOLOGY & OPHTHALMOLOGY



GHAZIABAD
(Estd. 1995)

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I.T.S SCHOOL OF MANAGEMENT

Mohan Nagar, Ghaziabad

VISION

Creating a Thinking Professional Order

MISSION

To make incessant endeavor to create learning processes in response to changing managerial paradigms.

OBJECTIVES

- **Generating new learning techniques**
- **Improving teaching processes**
- **Expanding the information technology capacity**
- **Strengthening the industry interactive network**
- **Inculcate team spirit among the learners**

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I.T.S SCHOOL OF MANAGEMENT

Mohan Nagar, Ghaziabad

Post Graduate Diploma in Management (PGDM)

Programme Educational Objectives (PEOs)

- PE01:** Professional Excellence and Employability To equip students with strong conceptual foundations, analytical skills, and functional knowledge in management to excel in diverse organizational roles and contribute effectively to business decision-making
- PE02:** Leadership and Entrepreneurial Spirit To nurture leadership qualities, teamwork, and entrepreneurial capabilities among students to enable them to lead initiatives, start ventures, and create value for society and industry
- PE03:** Ethical and Responsible Management To develop socially responsible, environmentally conscious, and ethically grounded management professionals who contribute meaningfully to sustainable business practices and inclusive growth
- PE04:** Global and Technological Outlook To foster a global perspective and technological adaptability, enabling students to navigate the dynamic global business environment, leverage digital innovations, and address cross-cultural business challenges
- PE05:** Lifelong Learning and Research Orientation To inspire graduates for lifelong learning, skill enhancement, and research orientation by engaging them in contemporary management issues, data-driven practices, and innovation-driven learning

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I.T.S SCHOOL OF MANAGEMENT

Mohan Nagar, Ghaziabad

Post Graduate Diploma in Management (PGDM)

Programme Outcomes (POs)

A student should have following attributes at end of the programme:

- P01: Domain knowledge, skills and competence both in depth & breadth**
- P02: Ability to apply knowledge in solving real life business problems**
- P03: Logical thinking, analytical skills and awareness of contemporary issues**
- P04: Transferable skills:**
 - ◆ **Effective communication both written and verbal**
 - ◆ **Presentation skills**
 - ◆ **Team work and interpersonal skills**
 - ◆ **Positive attitude**
 - ◆ **Confidence**
 - ◆ **Adaptability/resilience to change**

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Preface

Since time immemorial, humans have endeavoured to document their thoughts, activities, and procedures. In keeping with this tradition, we present this comprehensive compilation of policies currently in effect at our esteemed institute. This collection encompasses distinct policies under three categories viz Academic, Administrative and HR Policies, that guide our various functions and committees in achieving their stated objectives.

The dynamic nature of educational institutions demands that policy-making remain a continuous process, adapting to evolving requirements. To reflect this ongoing evolution, we commit to review and publish this Policy document as and when required, incorporating all policy changes implemented throughout the year.

Our institutional framework must remain responsive to changing needs, necessitating regular review, revision, supplementation, or retirement of policies as circumstances demand. While this document represents a snapshot of our current requirements, we recognize it as part of our continuing effort to maintain relevant and effective governance. We actively encourage input and suggestions for policy improvements, all in service of our ultimate goal: developing qualified human resources for nation-building.



(Dr. Ajay Kumar)

Director

I.T.S -The Education Group

“Engage-Enlighten- Encourage”

In the continuing task of nation building, I.T.S - The Education Group under Durga Charitable Society, established its first campus “Institute of Technology and Science” at Mohan Nagar, Ghaziabad in 1995. Since then, the Group is committed to its vision of “Creating a Thinking Professional Order”.

I.T.S The Education Group is determined to promote excellence in higher education for a vibrant and inclusive society through knowledge creation and dissemination. The Group offers 20 courses in the areas of Management, Information Technology, Dental Science, Engineering, Biotechnology, Paramedical Science and Pharmacy through its 12 institutions spread across 5 campuses in Ghaziabad and Greater Noida. It also runs two Multi-Speciality Hospitals with 100 Beds each catering to medical needs of society. All the institutions are approved by their respective regulatory authorities. Many of the institutions of the group are NAAC accredited and many courses are NBA accredited.

I.T.S School of Management, Ghaziabad

PGDM programme at I.T.S School of Management, Mohan Nagar, Ghaziabad is NBA accredited since 2006. It is also an ISO: 9001- 2015 certified institute.

I.T.S School of Management, Ghaziabad is a dynamic and innovative institute recognized as a leading education provider in the areas of Business Management. It offers PGDM (Post Graduate Diploma in Management, started in 1996, formerly known as Institute of Technology and Science, Ghaziabad). In the year 2020, by the order of AICTE, PGDM programme was separated from Institute of Technology & Science and was shifted to standalone institute, I.T.S School of Management, Ghaziabad. PGDM Program is NBA Accredited. The institute is approved by AICTE & PGDM is granted equivalence to MBA by AIU (Association of Indian Universities).

I.T.S School of Management, as an institution devoted to impart higher education has always committed itself to deliver superior quality and excellence in the field of education. We are deeply conscious of our role in modern society of nurturing the future generation of India who will be largely responsible for taking India to the next level of economic development.

At I.T.S School of Management we strive for “Creating a Thinking Professional Order” through various activities we undertake in our PGDM program. To add value and to further enrich the program, a slew of value-added courses, personality development and career counselling sessions, social awareness courses and Entrepreneurship classes are interwoven intricately into the two -year module. We have also made some bold departure from conventional structure of knowledge and have attempted to push the boundaries with regard to pedagogic and student support practices.

Our constant endeavour has been to provide value education with the over-riding aim of delivering competent, smart and socially conscious young men and women into the growing economy of ours and who will contribute substantially and effectively into taking this country to greater heights in the coming years.

As an Institution, we understand that excellence is a journey not an end and we are very hopeful that the autonomous status would enable us to further strengthen an effective and sustainable quality assurance system in the Institute.

The highly participative, collective reflections and intense deliberations that went into the preparation of this document provided us with a coherent perspective to view the Vision and Mission of our Institute and to prepare ourselves ready for larger purpose of our existence.

Vision:

Creating a Thinking Professional Order

Mission:

To make incessant endeavor to create learning process in response to continuously changing managerial paradigms.

Objectives:

1. Generating new learning techniques
2. Improving teaching-processes
3. Expanding the information technology capacity.
4. Strengthening the industry-interactive network
5. Facilitating professional practitioners in searching their potential
6. Inculcating team spirit among the learners

Goals:

1. Prepare students as future managers and leaders to flourish in a dynamic global environment, adding value to the industry
2. Enhance intellectual capabilities to facilitate a learning environment and develop new-age skills
3. Strengthen resources and strive for excellence
4. Be recognized as a futuristic, value-based and state-of-the-art global institution, continuously transforming to stay aligned with industry and society

Student Policies

- A. Governance Policy
- B. Student Attendance Policy
- C. Student Leave and OD Policy
- D. Internal Evaluation/ Examination Policy
- E. Student Mentoring Policy
- F. Student Discipline Policy
- G. Dress Code Policy
- H. Fee Payment Policy
- I. Fee Refund Policy
- J. Dress Code Policy
- K. Policy on Award of Scholarship and Free ship
- L. Library Policy
- M. Placement Policy
- N. Consultancy and Collaboration
- O. Hostel Accommodation Policy

1.2 Student Attendance Policy

This policy recognizes that regular attendance at classes supports greater student success and achievement. Attendance supports student learning and promotes academic success.

- Every student is required to attend all the lectures, tutorials, practical and other prescribed curricular and co-curricular activities. Student is expected to attend 100% classes including practical, seminars, special lectures etc. However, a minimum 80% attendance is required for appearing in the End Semester Examination.
- Out of 100%, attendance can be condoned up to 20% on medical grounds or for other genuine reasons beyond the control of students by the Director.
- Student shall be required to submit a Medical Certificate issued from a registered MBBS Doctor within 05 days of his illness/ injury. The Program Chairperson, thereafter, in consultation with the class coordinator shall recommend it for Director's approval/ rejection within 03 days of receipt of the Certificate.
- A further relaxation of attendance up to 15% for a student can be given by Director provided that he/she has been absent with prior permission of the Director for the reasons acceptable to him
- No student will be allowed to appear in the end trimester examination if he / she do not satisfy the minimum attendance criteria as set forth by the Institute. Students name, failing in the criteria, shall be forwarded to the Controller of Examination for detention from the End trimester examination.
- A compiled fortnightly attendance report shall be prepared by the class coordinator and shared with the students concerned.
- In each trimester, the attendance shall be counted from the date of admission in the college or start of academic session whichever is later

1.3 Student Leave and OD Policy

Leave applied well in advance may be granted for genuine reasons. It may be refused or revoked by the authority empowered to grant it. Students are expected to attend classes regularly and satisfy the minimum attendance criteria as laid down by the University. Leaves can be granted to the students on following grounds

- In case of serious illness
- Death of very near relative

No leaves will be granted for any social obligations, passport verifications, family problems except few unforeseen circumstances (Death in the family, etc.). No leave can commence unless recommended by the Program Chairperson and the Director has granted it.

In case of sickness support of medical certificate is a must along with medical prescription and test reports. Medical leave shall be granted only if a student is absent for a minimum period of 3 or more consecutive days. Medical certificates will not be acceptable for intermittent leave.

Students must have at least 75% attendance in each subject in a term for being eligible to appear in the Term-end examination. Students are advised to cover their medical and other leaves within 25% of the leverage in the attendance.

Guidelines for Submission of OD:

In the case of Official Duty (OD), students must submit their OD forms within 48 hours for the dates on which they were on Official Duty after the recommendation of the faculty/concerned department. No OD's will be accepted after 48 hours under any circumstances.

1.4 Internal Evaluation/ Examination Policy

The performance of a student in a trimester shall be evaluated through continuous class assessment and end trimester examination. The continuous assessment shall be based on class tests, assignments/tutorials, quizzes/viva-voce and attendance. The marks for continuous assessment (internal assessment marks) shall be awarded at the end of the trimester.

The aim is to assess and measure the performance of the students for implementation of modular techniques for better productivity.

- The Institute shall conduct 04 internal assessment examinations prior to the end trimester examination.
- Valued assessment sheets shall be promptly returned to students and effective intervention is ensured by a face-to-face interaction with the concerned teachers and students.
- Class Tests/ Surprise Tests/ Modular assignments are periodically conducted to ensure performance.
- Seminars and assignments are given to the students to ensure their active participation in the learning procedure.
- Along with the above modalities, work-based assessment, formative and summative assessments, assessment of functional skills are also to be evaluated with creative methods.

Measures are to be taken to allow action planning against the assessment criteria/learning outcomes. The entire system of internal assessment is often reviewed to make it easily interpreted and understood by students and assessors.

1.5 Student Mentoring Policy

Purpose and Context

The modern institutional academic environment presents students with multiple challenges:

- Academic performance expectations
- Career planning and job placement
- Skills integration with curriculum
- Information management
- Adapting to rapid changes in higher education
- Managing pandemic-related disruptions during their graduation/ schooling
- Cultural integration for diverse student populations

To address these challenges, I.T.S Ghaziabad has established a comprehensive mentoring system to support students' academic, social, personal, and career development needs.

1. Basic Structure

1.1 Mentor Assignment

- Each faculty mentor is assigned 10-12 students from the same department
- Students retain the same mentor throughout their program
- First-year students are assigned to mentors as graduating students depart
- Special provisions:
 - Divyang students receive an additional faculty mentor for special needs
 - Slow learners are paired with student mentors in a buddy system

2. Mentor Responsibilities

2.1 Meeting Requirements

- Conduct minimum one meeting per month (online/offline)
- Dedicate at least 8 hours per semester to mentee interactions

2.2 Student Development

- Assess mentees' background, skills, interests, and motivations
- Foster communication skills and confidence
- Provide academic and career guidance
- Support problem-solving with appropriate referrals
- Encourage participation in academic and extracurricular activities
- Facilitate discussions on socio-cultural aspects
- Develop leadership qualities and teamwork
- Maintain long-term relationships with mentees

2.3 Administrative Duties

- Communicate with parents/guardians when necessary
- Share information about opportunities (scholarships, internships, etc.)
- Submit meeting records and reports to IQAC
- Maintain mentee confidentiality
- Coordinate with college psychologist when needed
- Identify learning needs and recommend support programs
- Arrange remedial classes for slow learners

3. Mentee Responsibilities

- Attend all scheduled meetings
- Maintain respectful behavior
- Share academic and extracurricular achievements
- Discuss career plans and specific needs
- Follow mentor guidance and advice

4. Expected Outcomes

1. Student Empowerment
 - Self-awareness
 - Self-management
 - Social awareness
 - Relationship management
2. Academic Enhancement
 - Identification of learning abilities
 - Support for special needs
 - Recognition of slow and advanced learners
 - Curriculum improvement suggestions
3. Program Development
 - New course recommendations
 - Teaching methodology improvements
 - Curriculum updates

5. Support for Slow Learners

5.1 Understanding Slow Learners

Slow learning may result from:

- Social background
- Limited exposure
- Language barriers
- Different educational backgrounds
- Hesitation in class participation
- Medium of instruction during graduation

5.2 Support Strategies

1. Provide accessible study materials
2. Record and share lectures
3. Arrange remedial classes
4. Implement peer mentoring
5. Offer personal counseling
6. Promote group learning
7. Encourage co-curricular participation
8. Use relatable examples and case studies
9. Develop communication skills

6. Support for Advanced Learners

6.1 Enhancement Strategies

1. Provide additional academic resources
2. Involve in research projects
3. Guide in publishing research papers
4. Encourage research presentation skills
5. Support conference participation
6. Offer recognition and scholarships
7. Promote online course participation
8. Provide advanced reading materials
9. Engage with challenging concepts
10. Foster innovative thinking
11. Support project development

6.2 Teaching Principles

Focus on helping advanced learners:

- Explore
- Create
- Envision
- Support
- Improve
- Exhibit

7. Policy Implementation

The IQAC will conduct annual training sessions for faculty members on effective mentoring practices. All mentors must follow this policy while maintaining flexibility to address individual student needs.

1.6 Student Discipline Policy

The primary focus is on the holistic development of every student. We seek to build within each student a sense of responsibility, self-discipline, a positive self-image, and respect for others. Students are expected to make positive behaviour choices that promote their safety, the safety of others, and a productive learning environment.

School discipline is a collaborative effort by the parents, guardians, students, and staff. The focus of the Discipline Policy is to promote positive behaviour choices by recognizing students who engage in consistent positive behaviour. However, mistakes are a natural part of growth. We help students reflect on errors in judgment and behaviour and support them in learning how to make better decisions. We encourage students to act responsibly towards others and with the Institute property.

Disciplinary Rules and Procedure

1. Director shall constitute 'Proctorial Board' which will primarily deal with the disciplinary issues of the students.
2. Any incident of indiscipline shall immediately be reported to the concerned department/ Director/Chairperson/ Proctorial Board Members.
3. On receiving of any such incident, the Proctorial Board shall call a meeting with the students involved and incident report is prepared.
4. Based on the investigation, the Board recommend further Course of action to the Director for approval.
5. Student shall be issued warning/ suspension letter based on the severity of the matter

Role & Responsibilities:

The Proctorial Board shall be responsible for maintaining overall discipline among students as well as Boys' & Girls' hostellers. The following are the key roles of Proctorial Board: -

- To have a closed door meeting to discuss the disciplinary issues.
- To investigate the matter.
- To interview the other witnesses
- To make necessary recommendations
- To facilitate speedy delivery of Justice.
- To ensure that the victims and witnesses are not victimized or discriminated because of their complaint.
- To take protective measures.
- To take disciplinary action.

Disciplinary Actions

Careful consideration is given to individual situations. Consequences may be increased in cases of repeat offenses. Suspensions will be considered when behaviour is disruptive and detrimental to the operation of the school.

Expected Behaviour and consequences on violation

a. Behaviour in Class room/ corridors/washrooms/ dining hall

Students are expected to behave in an appropriate manner and maintain the decorum while in Class room/ corridors/washrooms/ dining hall. Students must follow the rules of hostel mess during their meal time. Wastage of food should be cautiously avoided.

Consequences: Verbal warning, referral to the department head, parent meeting

b. Behaviour during events/ activities/ tours

Students are expected to behave in a responsible manner during activities, events and official tours. Students should showcase model behaviour and shall not be involved in any act which is not consistent with Institute policies.

Consequences: Removal from the activity, referral to the department head, exclusion from future activities, parent meet

c. Threats/ verbal abuse

This includes any overt or implied verbal or physical threat. This include, but are not limited to, telling someone that you will hurt them whether in jest or as a serious suggestion, any conversation or discussion where you suggest action that will cause physical harm to someone, suggesting property destruction, and the like

Consequences: Referral to the Department head, parent notification, parent meet, suspension from classes, recommendation for expulsion.

d. Teasing- Verbal and Non-verbal

This includes name-calling, put downs, making fun of the way someone talks or walks, making fun of someone's clothing or customs. Non-verbal examples include making faces, drawing inappropriate pictures, poking or pointing, and inappropriate hand gestures.

Consequences: Referral to the Department Head, Personal apology to the student who was teased, Suspension from classes, parent meet

e. MALICIOUS PRANKS AND PSEUDO THREATS

This includes any act or substance used to cause disruption, panic, or an unsafe situation. This also includes deliberately misrepresenting substances as something they are not.

Consequences: Referral to the Department head, parent notification, parent meet, suspension from classes, recommendation for expulsion

f. **Acts of hate/ violence**

Referral to the Department head, parent notification, parent meet, suspension from classes, recommendation for expulsion.

Consequences: Referral to the Department head, parent notification, parent meet, suspension from classes, recommendation for expulsion

g. **Inappropriate language/ gesture**

This is the use of profanity, obscene language, or gestures, which are not acceptable in school or on the school grounds. All students and staff are entitled to an environment free from profane, hateful, racist, prejudice or obscene language and gestures.

Consequences: Referral to the Department head, parent notification, parent meet, suspension from classes, recommendation for expulsion

h. **Destruction of Property/Vandalism**

This includes breaking, damaging or defacing school or private property, including graffiti. This also includes misuse of materials or equipment that results in damage to school or personal property.

Consequences: Referral to the Department head, parent notification, parent meet, suspension from classes, restitution, recommendation for expulsion

1.6 Fee Payment Policy

Students, admitted in Ist and IInd year, are required to pay course fee for their respective years before commencement of the classes. Students failed to clear their dues in stipulated time shall be levied a late fine of Rs. 100/- per day. However, the final decision on late fine implementation will rest with the Director.

Hostel Fee payment schedule:

Student willing to opt for the hostel accommodation, shall apply in writing to the Warden or the concerned Authorities. Student shall pay requisite hostel fee along with the security deposit in advance before joining the hostel facilities.

Student joining or leaving the hostel on any date from 1st to 31st of any month will be deemed to have stayed in the hostel for that full month and will be charged accordingly.

Mode of Payment:

Fee can be deposited by one of the following methods: -

- By Net Banking as per following details: -

Name of Account	:	I.T.S School of Management
Address of Bank	:	Canara Bank, Navyug Market, Ghaziabad
A/C No.	:	120000270370
IFSC Code	:	CNRB0018556

- By Demand Draft in favour of "I.T.S School of Management" payable at Ghaziabad/Delhi/New Delhi.

1.7 Fee Refund Policy

The fee refund policy of the Institute is governed by the rules as prescribed by the AICTE & UGC.

A request for refund of fee on account of cancellation / withdrawal of admission shall be processed as per the UGC notification on 'Refund of Fee and Non Retention of Original Certificates- 2018'.

The same is summarized in below

Category	Percentage of Refund of fees*	Point of time when notice of withdrawal of admission is received in the Institute
(1)	100 %	15 days or more before the formally notified last date of last date of Commencement of academic session.
(2)	90%	Less than 15 days before the formally notified last date of last date of Commencement of academic session.
(3)	80%	15 days or less after the formally notified last date of last date of Commencement of academic session.
(4)	50%	30 days or less, but more than 15 days after formally notified last date of last date of Commencement of academic session.
(5)	00%	More than 30 days after formally notified last date of last date of Commencement of academic session.

Hostel Fee Refund:

Any application of withdrawal from hostel should have the concurrence of parent/guardian and should reach the Registrar (after getting clearance from respective Warden) before the date of leaving. The following guidelines will be applicable: -

1. Students who withdraw from the hostel without occupying the room (even for a single day) will be refunded the full amount of hostel fee and security.
2. Students who have stayed in the hostel for a month or less, will pay charges for one month and the remaining amount of fee & security will be refunded
3. If the stay is over a month and less than three months, students will be eligible for refund of half of the academic year's hostel fee and security deposit.
4. Any request of hostel withdrawal after three months will not get the benefit of any refund other than the security deposit.

1.8 Dress Code & ID Card Policy

The purpose of implementation of the policy is to maintain a professional environment and ensure campus security. Compliance with these guidelines is mandatory and shall be strictly enforced.

A. Faculty and Staff:

All faculty and staff are required to adhere to the dress code instilled in the policies. This serves to remind all personnel of our institute's policies regarding professional attire and identification while on campus. Effective immediately, we are reinforcing the following guidelines:

Dress Code

- All faculty and staff are expected to adhere to a formal dress code while on institute premises.
- Casual wear such as jeans, t-shirts, sneakers, and flip-flops is not permitted during working hours.

ID Card Policy

- All faculty and staff members must visibly wear their official institute ID cards at all times while on campus.
- ID cards should be worn on a lanyard or clip, and be easily visible to security personnel and other staff members.
- Lost or damaged ID cards must be reported to the respective Department immediately for replacement.

B. Student

Students are expected to be dressed in prescribed uniform only, when coming to attend the classes or while on any Institute approved activity inside or outside the campus. The student wearing uniform continues to represent the Institute outside the campus. Students are also required to wear only leather shoes with Uniform. Student Managers without uniform will be refused entry by security personnel at main gate.

1.9 Policy on Award of Scholarship and Freeship

The Institute aspires to impart quality education, equity and access to all the aspiring candidates irrespective of the class and background. In this endeavour, it strives to offer financial assistance in the form of scholarships apart from providing modern infrastructural facilities and other possible academic support for the holistic growth of an individual.

Scope:

The scholarship policy/guidelines formulated are applicable to all the students enrolled in various academic programmes offered by the Institute.

The provisions of the policy shall be displayed on website and communicated to the aspirants seeking admission in various programs of the Institute.

1.10 Library Policy

I.T.S library has been designed with lot of care, paying adequate attention to the needs of both faculty and students. There is a separate enclosure for faculty members and researchers to enable them to pursue their research interests. At I.T.S, students are provided with individual desks for total concentration.

The ground floor of the triple storied library has been designed as the Reading Section, Reference Section and Electronic Media Library Division. The first floor is devoted to a section containing Journals/ Periodicals, Dissertation Reports and Project Report etc. The second floor devoted to text book area where as two separate sections contain books on management and I.T. subjects.

ABOUT COLLECTION

I.T.S. Library has a very rich collection of printed and non-printed documents. The collection of books in the library, numbering around 42,000 cover almost all the thrust areas of business Management, Managerial Economics, Business Mathematics, Finance and Human Resource Management, Operation Research and Information Technology (Operating System, Networking, Mobile communication, Algorithms, Software Engineering, Modeling, AI & ML etc.).

Apart from the text books and reference books, ITS library subscribes to more than 98 National and International Journals/Magazines for providing the latest information in the areas of business and information Technology. More than a dozen Newspapers are also on subscription.

The other collection of I.T.S. library include the Annual reports of the reputed companies, project report of Students, Study Material Provided by the faculty members on specific topics. The non-printed collection includes the Video Cassettes, CDs and Floppies. These CDs and floppies can be used in the Electronic Media Library. EML Provides Facilities for using these CDs and Floppies.

ELECTRONIC MEDIA LIBRARY

The unique feature of I.T.S. library is the electronic Media Library which provides our students, faculty members and staff members connectivity with Indian and Global data bases. These data bases are available in CD-ROMs and updated on a continuous basis.

LIBRARY SERVICES

I.T.S Library provides following services:

1. Book Bank Facility
2. Book Reservation Facility
3. Circulation Services
4. Inter Library Loan
5. News Clipping Services
6. Reprographic Service
7. Selective Dissemination of Information
8. Reference Service & Assistance
9. Bibliography & Documentation Services
10. News-Clippings Services
11. Online Public Access Catalogue
12. Organization of Book Exhibition
13. Database Searches (Capitaline Plus, ProQuest e-books collection, EBSCO Business Source Elite) etc.
14. User Education
15. Current Awareness Services
16. Current Contents and Current Additions Services

INSTITUTIONAL MEMBERSHIP

Library is a Growing organism, which means that all its component/parts grow consistently. Books which constitute important elements of a library, are published every year in increasing numbers and it is not possible for any library to acquire all the published material. An alternative to this situation is to have inter library loan facility. I.T.S. Library too provides this facility to its subscribers by having the institutional Membership of Del-Net (Developing Library Network).

ONLINE DATABASES/ E-BOOKS

1. CAPITALINE PLUS SOFTWARE
2. EBSCO Business Source Elite)
3. PROQUEST E-BOOKS BUSINESS COLLECTION (25,000+ e-books)

TECHNICAL PROCESSING SYSTEM

In this information era, information and automation are two preliminary requirements to survive and to compete. Information helps us to retain ourselves in this frequent changing world, whereas automation eases the retrieval of information and saves time. I.T.S. Library is a modern air-condition library which has been fully computerized with the help of “Alice for Windows” – the library automation software, which facilitates the end user with his/her kind of requirement within the shortest span of time. The I.T.S. library has introduced barcode technology in its leading operations and provide OPAC (Online Public Access Catalogue) for users to search the detailed information of the required resource.

LIBRARY MEMBERSHIP RULES

- I.T.S Library is primarily meant for student, faculty, research scholars, administrative staff and visiting faculty of I.T.S
- Each member of I.T.S Library (Faculty/Staff/Student) issued with a library card.
- If a member loses his/her library card he/she shall make an immediate written report to the Librarian, She/he can get the duplicate card on appropriate payment.

ENTITLEMENT AND PERIODS OF ISSUE

User	Text Books	Reference Material
Regular Faculty	10 books for a period of 120 days	5 books / periodicals / CDs 15 days (for books.), 7 days(for periodicals) & 2days (for CDs).
Visiting Faculty	2 books for a period 15 days	-
Research scholar	4 books for 30 days	-
Staff Members	2 books for a period of 15 days	-
Students	5 books for PG students for a period of 14 days.	-

LIBRARY TIMINGS

- Library remains open from 8:00 AM to 6:00 PM on all days excluding the declared holiday. On Sundays and 2nd and 4th Saturday the library shall remain open from 8:30AM to 5:30PM.
- Book are issued and received back from 8:45AM to 12:30PM and from 1:00PM to 2:00PM and 2:30PM to 5:00 PM
- Library remains closed from 2:00 PM to 2:30PM for lunch break and 12:30PM to 1:00PM (only circulation section) for re-stacking of books.

CIRCULATION RULES FOR BOOK/JOURNAL/NON-PRINT MATERIAL

1. Borrowing facilities are available to the member of the Library against Library card to them. Books are issued through the counter on presenting the Library card. The borrower card is non-transferable.
2. New arrivals of the books and new edition to library Magazines/Journal will be kept on display in the display shelf, afterwards it will be available for borrowing as per rules. This list is also e-mailed to all faculty members each month.

3. New additions can only be issued after technical processing (Accessioning, classification, cataloguing and clearance of bills) has been completed.
4. For renewing, it is necessary that the book be presented at the counter renewal is not automatic. If there is a pending demand for the book, the request for renewing may not be accepted by the library.
5. If any document is available as single copy, the same will not be issued and can only be consulted with in the library.
6. Users can avail photocopy facility within the Institute campus by depositing the library card to the library staff concerned. Library card will be returned once the books/periodicals are obtained back from the users.
7. Newspapers are not allowed to be taken out of the library.
8. The librarian can refuse to issue fresh books to those possessing books which are already overdue.

FINE RULES FOR I. D. CARD/BOOK/JOURNAL/NON-PRINT MATERIAL

1. Students shall be responsible for the loss and misuse of Library Card. A student who loses his/her Library Card shall make a written report to the Librarian. Duplicate card will be issued at the cost of Rs. 50/-.
2. Students shall be required to pay Rs. 20/- for new lanyard or card holder.
3. Over dues fine @ Rs. 5/- per day per book or other library materials shall be charged from the students if they fail to return the item(s) on or before the due date as indicated on the Due-Date-Slip. Maximum amount of fine will be Rs. 500/- per item.
4. Loss of item must be reported immediately. Late fees, if any, will be charged till the loss of item is reported. If the original item is returned after reporting it lost, the fine will be calculated till the date of its return.
5. An item will be considered to be lost if not returned within 90 days after the due date.
6. Students shall be required to replace the lost item with latest edition. Indian edition shall be replaced by the Indian edition and the foreign by the foreign edition.
7. Failure to replace a lost/deemed lost item will attract additional penalty of Rs. 500/- over and above its price and the late fine.
8. Students shall be required to sort out the matter of fine within 06 month, otherwise additional fine of Rs. 100 per month per item will be charged.
9. The Librarian shall be competent to impose any of the following penalties if any member is found guilty of stealing/damaging/defacing/disfiguring etc. of books and other reading materials:
 - i. Current cost of the book(s) and/or
 - ii. Fine of Rs.500/- and/or
 - iii. Suspension of library membership for a period of one semester.

GENERAL RULES

1. All library users must sign in/out register available with the attendant at the Gate.
2. Users must carry their Library card with them to enable checking by Library staff, if and when required.
3. Users should maintain decorum of the library and should not disturb others. Smoking, eating, talking, chewing, and usage of mobile phone are strictly prohibited in the library.
4. While entering the library users should leave their personal belongings such as bags, personal books, helmets etc. at the property counter at own risk. However, purses, calculators and such other costly items should not be left at the counter.
5. I.T.S. Library follows an open access system. Book and other material taken from the library stack should not be restacked by the readers. These should be handed over to the library staff on duty. Remember a book misplaced is a book lost until traced.
6. Users of the library should not deface, mark, cut, mutilate or damage the reading material in any way. Persons doing so are liable to be fined heavily, apart from being asked to pay the cost of the damage. In case a person repeats the offence his/her library card would be impounded and the membership terminated summarily.

1.11 Placement Policy

While every effort will be made to enable each student to compete effectively for various positions offered by companies, the actual conversion of the opportunity into a concrete placement is the sole responsibility of the student. Students are required to fulfil certain prerequisites and also ensure adherence to the following guidelines.

- Fortnightly attendance in all the trimester will be closely monitored as it will be directly linked to eligibility for placement. Any student below 70% attendance will be debarred from placement for the next fifteen days.
For example- Short attendance till 15th March (from beginning of the trimester) will make you ineligible for the placement process till 31st March. Only on the improvement of attendance, you will be again eligible for placement from 1st April Onwards.
- Students with carry over paper/s will be eligible for appearing in the placement process, based on individual company's criteria for eligibility of candidate.
- A student with pending fees may not be allowed to appear in the placement process.
- In order to ensure chances of selection in the companies, students are required to attend all the PDP Classes, Boot camps, Alumni talks, domain-specific classes, and aptitude training mandatorily.
- Students are advised to thoroughly understand the Company and Job Description (JD) before nominating themselves for the job position through Superset or otherwise.
- A student who applies for any job position is bound to go through the entire selection process unless rejected midway by the company. Any student who withdraws deliberately in the midst of a selection process or does not appear for an aptitude test/group discussion/personal interview after nominating oneself will be debarred for the next five opportunities.
- It is the sole responsibility of the student to regularly check announcements/ notices/ updated information/ shortlisted names and various deadlines and adhere to the same.
- In case, a student secures a job on his or her own efforts, such students are required to report CRC with a copy of the appointment letter for further course of action.
- Once a student is placed, he/she will be allowed to appear for the opportunity after the placement of minimum 50% of the batch and only if the salary/ CTC offered is double.
- The student placed and joined will be responsible for all academic compliances in time, including Internal Assessments.
- The student will be required to take a NOC from the department/ Chairperson before joining a company.

1.12 Consultancy and Collaboration

The Institute encourages and motivates the faculty members in research, consultancy, extension and support student start-ups apart from teaching. The College extends all support to faculty members for taking up research projects and to file for patents.

The Institute follows the policy of extending the expertise available in the Institute for the benefit of society. The Institute offers consultancy services to industry, Government and Non-Government Organizations. The faculty members are encouraged to render consultancy services and are provided with infrastructural support. The revenue generated is utilized for infrastructural development.

The Institute also encourages faculty to visit different Universities and establish collaborations and linkages.

For getting national and international exposure to faculty members and also to enrich their quality, the Institute encourages mobility of faculty between institutions for research, teaching and learning.

For preparing the students to achieve competencies for jobs and career requirements and to face the global challenges successfully, the Institute takes all efforts to provide internships and on-the-job training in reputed industries and organisations by establishing collaborations with them.

2.1 Hostel Policy

General

- I.T.S Education Group has four Campuses in Delhi NCR and students from far and wide come to study in the Institutions imparting high quality and first-rated education in Dental Studies, Management, Computer Science, Pharmacy and Physiotherapy. The Campuses offer good quality residential accommodation in hostels to students who wish to pursue their undergraduate and post graduate studies while staying in the hostels provided for their safety, comfort and convenience.
- A safe, congenial and student friendly environment is provided to both girls and boys in separate hostels with hostel rooms which are furnished, serviced with hot water in winters, hygienic washrooms, lady wardens for girls hostel, security arrangements and CCTV surveillance. There is peace of mind for parents who wish for an amicable, enjoyable and safe environment for their children in a hostel.

Accommodation

- Accommodation in single occupancy and sharing basis is provided for both girls and boys in separate buildings with facilities of hygienic washrooms, almirahs, study tables and chairs, and running hot (time and season specific) and cold water.
- The rooms are well ventilated and serviced with housekeeping and 24x7 drinking water facilities. Every hostel has a dining hall with a kitchen which provides wholesome meals for the students.
- Warden is present at all times ensuring meticulous administration, timings and discipline.
- Use of Desert Coolers and air-conditioners are allowed with associated usage charges, as applicable.
- Laundry services are provided in specified Campuses.
- Cooking and use of heavy electrical appliances in the rooms are not permitted.
- Unauthorised electrical extensions and tampering of wiring and plumbing lines is not expected from students and in case done may lead disciplinary action.
- No outsider, visitors and day scholars/students are allowed inside the hostel rooms.
- Parents under exceptional circumstances may be permitted after a written request is submitted by the parents stating specific reasons for the purpose of the visit to the accommodation. The warden will use discretion with respect to timings, convenience and comfort level of other students in the hostel and deliberate on the urgency and compulsion

of such request before permitting such entry. The warden will keep the Registrar and/or Director/Principal/Vice-principal informed at all times when accepting such requests.

- Large amount of cash, jewellery and other valuable items should not be kept in the hostel room. Safe custody of personal belongings and items will be the responsibility of the student.
- Revelry, party and loud music are not permitted in the hostel premises. Specific group activities, if permitted, by the Director/Principal will be under directions and supervision of the warden who will be given the protocols, conduct and safety rules in writing.
- Personal televisions and music systems are not permitted.
- Use of personal gadgets which cause disturbance to fellow students will be avoided.

Mess

- Hostel mess is serviced by a kitchen which provides wholesome vegetarian food to all students.
- Quality ingredients are ensured with cooking and serving under hygienic conditions.
- Consumption of non-vegetarian food in hostels or in the premises of the Campus is not allowed.
- Smoking and consumption of liquor or any intoxicating substance is prohibited.
- The menu of the mess is decided by the Mess Committee which has student representatives.
- The mess has specific meal timings which are displayed on the notice board of the hostels.
- Consumption of outside food is discouraged.
- Consumption of food in hostel rooms are not permitted unless specific permission has been obtained for those sick-in-quarters.
- Students who are not residing in the hostel are not permitted to consume food and paid for by those residing in the hostels.
- Students will refrain from bringing their guests and visitors for food to the mess. In circumstances where guests and visitors are allowed after due approval is obtained the regulations with respect to dress and payment (no credit) procedures will be adhered to.
- All students are advised not to communicate with the mess staff and any observation/issue is to be routed through the warden or the mess committee representative.

Medical

- Suitable arrangements have been made to attend to medical requirements of the students who are staying in the hostels.
- Transport is made available should there be a medical requirement of sending a student outside the Campus for treatment.

- Pre-existing medical condition of any student must be declared at the time of opting and occupation of hostel room including list of medicines that any student would be taking at the time of occupation of hostel room.
- Any expenditure on medical attention required and treatment of any student will have to be to borne by the student and her/his parents or guardians.
- It is the duty of the student or person who first comes to know about an illness or medical condition of another fellow student to immediately inform the Warden so that immediate medical attention can be given.

Occupation and Vacation of Hostel Room

- Allotment of hostel room to a student can be considered after completing the documentary procedures and filling up the application forms which have been attached as Annexure.
- Application forms will be considered after the hostel fees have been paid in full.
- Allotment of hostel room is discretionary and rights of admission into hostel rooms are reserved.
- There are no agreements and rights to occupancy or tenancy with respect to stay permitted in hostel rooms.
- Preferences to particular rooms will not be entertained and will be done at the discretion of the College.
- The date of occupation is generally 02 (two) days prior to commencement of the academic session to which the student has enrolled and vacation is within 03 (three) days of the last day of the session.
- Exception to the number of days as mentioned in paragraph 37 above is solely the discretion of the College and cannot be demanded as a right.
- A hostel room once allotted and occupied can be considered as vacated only after 'no dues' and associated documentation have been completed by the student.
- College reserves the right to consider vacation of the hostel room by a student based on disciplinary issues, if so created or indulged in by a student whether related to the stay in the hostel or otherwise.
- Permission to stay during summer internship programs (SIP) will be taken in writing and additional hostel charges will apply as applicable in respective Campuses.
- Extensions in stay unless authorised by College Authorities may be permitted after due processing of request application with genuine reasons have been completed and permission in writing has been obtained.

Attendance, Outpass Timings and Leave

- Attendance timings both in the morning and evening will be communicated through Circulars/Notices and displayed on the notice board of the hostel by the respective wardens.
- The morning outpass time and return time for working/class days and holidays/Sundays will be decided by Director/Principal of the College, communicated through Circulars/Notices and displayed on the notice board and regulated by the warden.
- Procedures for obtaining out-passes will also be decided on the directions of the Director/Principal of the College.
- Late arrival and absent reports may invite disciplinary procedures and action against the student and may also lead to withdrawal of hostel facility to the student.
- Overnight out-pass and leave will be based on written applications and/or communication requests made by parents/guardians of the student. Approval of overnight outpasses and leave will be discretionary and based on the time of request and safety issues. Date and time by which such requests are to reach the Dean Students Welfare (DSW)/Administrator/Registrar/Warden will also be directed by the Director/Principal so that adequate time is available for processing the request for out-pass/leave.
- Attendance marking and the time/timings for it in a 24 hour cycle will be announced with the directions given on the subject by Director/Principal of the College.
- Timings for out-pass and reporting back timing from leave of absence will follow the same procedure as stated in paragraphs above.
- Delay or deviation in attendance marking including non adherence to timings by students residing in the hostel are matters of discipline and will be dealt with accordingly.
- Daily outpass timings during class/working days, Sundays/holidays and in different periods/seasons (summer and winter) will be directed by the Director/Principal.
- The procedures specified by Director/Principal of respective Colleges for obtaining outpasses will be followed and also that of applying for outstation leave.
- Feedback form from parents/guardians will be deposited with the Warden on return to the hostel.
- Return from leave of absence must be before the gate closing time of the hostel. Entry beyond the gate closing time in the night or before gate opening time in the morning must be intimated and applied for in writing at least 24 hours before the arrival time, with valid reasons.
- Wardens will ensure that all required entries in registers maintained for the purpose of outpass and leave is updated on a daily basis.
- Travel during leave of absence or term break or end of course without being accompanied by parents/guardians must necessarily be authorised by parents in writing. Wardens are

required to ensure that necessary permission is available on records before permitting such travel.

Guests and Visitors

- Visitor and guest timings will be announced and displayed on the notice board.
- Parents and guardians will be requested to adhere to the visitor timings except when there are overriding compulsions.
- Record of such visits and timings will be recorded alongwith contact details of visitors and guests including that of parents.
- Arrival of visiting relatives, brothers and sisters should not be unannounced.

Hostel Charges and Payment

- Accommodation on single and sharing occupancy with and without air conditioning/ air cooler is available with different charges as applicable for the period of stay which generally coincides with the academic course for which the student is enrolled.
- The charges levied are all inclusive for all the services being provided in the hostel accommodation and are not split for different categories.
- The payment for the entire duration of stay is chargeable before permission for occupation is issued.
- The College reserves the right to refuse hostel accommodation for non-payment of charges as hostel accommodation relates to a paid facility with accompanying facilities and services with fixed and/or prepaid costs.
- Security deposit refundable on vacation of hostel accommodation is mandatory and will not be adjusted against any other charges of the hostel or academic fee.
- Occupancy of a single day in the hostel will equate to a full month's stay on account of fixed and prepaid costs already incurred to provide the accommodation, facilities and services to the student who has voluntarily opted for the hostel accommodation.

Withdrawal/Vacation of Hostel Accommodation

- Procedure for obtaining 'No Dues' will mandatorily be followed when vacating or withdrawing from hostel accommodation.
- Vacation date will be considered only after 'No Dues' have been obtained. Under no circumstances will vacation date precede the date of obtaining 'No Dues'. Exceptional circumstances only will be considered after receipt of application which cites valid reasons, from parents of the student. Verbal considerations and requests for waivers will not be acceptable.

- Withdrawal or vacation due to issues of discipline will follow the same procedure unless otherwise authorised by the Director/Principal under exceptional reasons.
- Reasons for vacation due to medical reasons will also follow the laid down procedure but due consideration will be given on the individual merit of the case.

Visitor Room

- Visitor room is where guests and visitors of the students who reside in the hostel accommodation can be met for interaction and meeting during the visiting hours only.
- Visiting hours are specified and displayed on the notice board of the hostel. All students are expected to acquaint themselves with the visiting hours and inform their guests and visitors accordingly.
- Parents and guardians of the students will also be requested to meet their wards only during the visiting hours and in the visiting room arranged for the purpose.
- Prior intimation of expected visits must be informed by the student to the Warden.
- Warden will record the visits with full details and contact number of the visitors with timing in a register.
- Visits beyond and outside the visiting hours may be allowed only under exceptional circumstances and instances will be recorded in the register. It is mandatory that a written application by the visitor with full contact details is submitted to the Warden who will take it up for further approval before permitting such deviation.

Guest Room

- All requests for guest room bookings will be done in writing and initiated by the parents/guardians. It may be noted here that guardians of the students are only those who have been mentioned officially with full residential address and contact numbers by the parents in the hostel admission form.
- Guest room with applicable charges is available for use by guests who should be parents and guardians of the students residing in the hostel.
- Guest room charges announced from time to time will be for boarding or for room occupancy only and will not include food and any other service.
- Guest room charges are non-refundable and will be paid in full and in advance with the request for booking. Students are requested to ascertain availability of the guest room from the Warden before placing the request with the non-refundable booking amount in full.
- Consumption of liquor, tobacco products, intoxicating substances and non-vegetarian food is strictly prohibited in the guest room.
- Students of the College will not occupy the guest room. Any exception will only be done with prior permission initiated at least 24 hours in advance. The approval to such requests is

subject to individual circumstance and will be an exception rather than an example for considering future similar requests.

- Maximum duration of stay that maybe permissible in guest room is 03 (three) days. Check-in and check-out time for this purpose will be 2 PM and 11 AM respectively. Early check-in and late check-out extending not beyond 2 hours will be discretionary and subject to vacancy/booking/maintenance and upkeep requirements.
- Damages to the guest room during the period of occupancy by guests are chargeable as extra.

Non-adherence to Hostel Regulations and Rules

- Deviations and violations of hostel rules and regulations will be viewed seriously as a matter of discipline and appropriate action will be initiated.
- The rules and regulations are subject to modifications and amendments form time to time and will be in accordance with directions given by College Authorities, at all times.
- Damage to hostel property will have to be made good and if any student indulges in such disruptive activity then it may invite both disciplinary action and penal charges. In exceptional circumstances it may also lead to suspension and/or expulsion.

Fines and Penalties

- While penal charges are not remedial ways but any damage or loss incurred due to unwarranted and destructive activity will have to be compensated and hence charges will be levied.
- The quantum of penal charges or fines will generally be commensurate to the damages incurred; severity and/or seriousness of the transgression which will be communicated to the student/s on occurrence and as per directions of College Authorities.

Miscellaneous

- Any aspect with respect to hostel accommodation that are notified periodically by the College shall be deemed to be part of the hostel rules and read in conjunction with the standing instructions incorporated in the hostel rules.
- Hostel admission forms and related documents of different Colleges of I.T.S will be amended to meet requirements of that particular Institution. As an example, the Annexure to this document lays out a general standardised format of forms that may be used. Respective College Administrator/Registrar/Admin Officer may use the forms already in use or incorporate necessary amendments after obtaining due approval from College Authorities.